

## YOUTH SERVICES POLICY

<b>Title:</b> Education Policy <b>Next Annual Review Date:</b> 05/29/2010	<b>Type:</b> B. Classification, Sentencing and Service Functions <b>Sub Type:</b> 7. Education <b>Number:</b> B.7.1
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<b>References:</b> ACA Standards 2-CO-5B-01, 5F-01 (Administration of Correctional Agencies); 4-JCF-1C-15, 4JCF-3D-04, 4-JCF-3A-04, 4-JCF-5D-01, 4-JCF-5D-02 4-JCF-3A-01, 4-JCF-5D-03, 4-JCF-5D-04, 4-JCF-5D-05, 4-JCF-5D-06, 4-JCF-5D-07, 4-JCF-5D-08, 4-JCF-5D-09, 4-JCF-5D-10, 4-JCF-5D-11, 4-JCF-5D-12, 4-JCF-5E-01, 4-JCF-5E-02, 4-JCF-5E-03, 4-JCF-5H-04, (Performance-Based Standards For Juvenile Correctional Facilities); PEP1, PEP2, PEP3, PEP4, PEP5, PEP6, PEP7, PEP8, PEP9, PEP10, PEP11, PEP12, PEP13, PEP14, PP9, PP13 (CJCA Performance-based Standards); Youth Services Policy Nos. B.3.1 "Composition/Location/Retention of Active and Inactive Records - Juvenile;" C.5.3 "Quality Assurance Reviews - Central Office Audits, Secure Facilities, and Regional Offices;" "Department of Education Bulletin 741; Pupil Appraisal Handbook Bulletin 1508; Education Settlement Agreement of November 1, 1999; and the Education Implementation Plan.	
<b>Approved By:</b> Mary L. Livers, Ph.D, MSW, Deputy Secretary	<b>Date of Approval:</b> 05/29/2009

### 1. AUTHORITY:

Deputy Secretary of Youth Services as contained in R.S. 36:405 and La. R.S. 15:905; 17:154.1, and 17:221. Deviation from this policy must be approved by the Deputy Secretary.

### 2. PURPOSE:

To establish the Deputy Secretary's policy regarding the participation of youth in educational and vocational programs at secure care facilities.

### 3. APPLICABILITY:

Deputy Secretary, Deputy Assistant Secretary of Education, Treatment and Programming Services, Director of Education, Education Specialist, Facility Directors and Principals of secure care facilities. It is each Director's responsibility to implement this policy and convey its contents to the youth population and applicable staff.

#### 4. DEFINITIONS:

**Alternative State School Program** - an educational school program that align with the standards stated in Bulletin 741 in order to meet the specific needs of a particular segment of students within the community. There are three types of alternative school programs:

- Alternative within Regular Education - the curriculum addresses state standards of the Board of Elementary and Secondary Education as published in Bulletin 741. Upon graduation, students earn a state approved high school diploma.
- Alternative to Regular Education - the curriculum does not address state standards of the Board of Elementary and Secondary Education as published in Bulletin 741. Upon graduation, students earn a General Educational Development (GED) diploma.
- Combination - a program which offers both "Alternative within Regular Education" and "Alternative to Regular Education."

**Basic Skills Program** - a program which teaches the fundamental skills of reading, language arts, mathematics, social studies, and science.

**IEP - Individualized Education Plan** - a plan written for students who have been identified as having an exceptionality according to Bulletin 1508, Pupil Appraisal Handbook.

**ILP - Individualized Learning Plan** - a written plan for regular education students when they are enrolled in school at the secure care facilities.

**Post-Secondary Education** - any schooling, beyond the high school level is considered "post-secondary". Post-secondary education is often referred to as higher education. Undergraduate, postgraduate and vocational schools make up the various types of post-secondary education. Learning trades is done at vocational schools. These are also called trade schools or career colleges.

**PreGED/Skills Option** - a program that is an alternative to regular education. A student who pursues and completes this Exit Option will receive a Louisiana High School Equivalency Diploma and/or a Skills Certificate rather than a standard Louisiana High School diploma.

**Special School District** - created by the Board of Elementary and Secondary Education for the purpose of providing special educational services to the identified exceptional student population at all state facilities.

***Title I*** - a federally funded supplemental program to assist educationally disadvantaged youths to attain higher levels of achievement.

***Vocational Education*** - an organized educational program that offers a variety of courses which are directly related to preparation of individuals for employment in current or emerging occupations requiring other than a baccalaureate or advanced degree.

**5. POLICY:**

It is the Deputy Secretary's policy to provide a comprehensive educational program which includes a broad variety of components appropriate to the needs of youth assigned to secure care facilities. The educational program shall operate in accordance with State laws, the Education Settlement Agreement of November 1, 1999, and the Education Implementation Plan.

Youth Services' (YS's) educational program has been approved by the Board of Elementary and Secondary Education as a combination alternative program. The program shall include:

- A. Competency-based curriculum which meet Louisiana State Standards supported by age-appropriate materials and classroom resources;
- B. Placement of students for academic skills ranging from primary to college level;
- C. Provisions for students to earn a high school diploma or GED at no cost to the youth;
- D. Flexible scheduling to allow for open entry/open exit to all educational programs;
- E. Compliance with Louisiana Department of Education certification laws for academic and vocational instructors.

**6. SECURE CARE FACILITY EDUCATION PROGRAM:**

The education program at each secure care facility shall contain the following features:

- A. Initial screening, assessment, and evaluation to determine each youth's educational needs. A standardized achievement test is initially administered by trained and qualified staff to all youth at intake prior to the enrollment in school and thereafter every six months, and/or upon exit from the program.

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- B. Written individual education plans (IEP) are developed for students who have been identified as having an exceptionality according to Bulletin 1508, Pupil Appraisal Handbook. Special School District provides special education services to students who have been identified according to the individualized education plan (IEP) in secure care facilities. They also provide a pupil appraisal team that conducts individual evaluations and reevaluations in accordance with guidelines set forth in Bulletin 1508.
- C. Upon Intake, and individualized learning plan (ILP) will be developed for regular education students that will include the following information: TABE results, education needs (academic, vocational), subject area skills partially mastered and not mastered, student's strength, behavioral concerns, accommodations and modifications, targeted instructional skills (benchmarks).
- D. Educational counseling to assist and encourage each youth in developing his educational goals.
- E. The opportunity for each youth to enter the program at his own instructional level and advance through the continuum of educational services at his individual pace.
- F. Title I offers academic support to the educational programs.
- G. Provision of services through Special School District to meet the educational needs of those youth requiring special programs due to identified exceptionalities, according to Bulletin 1508.
- H. Sufficient classroom space to accommodate the designated capacity of the facility and an environment conducive to teaching and learning.
- I. Adequate instructional materials and equipment to support the curriculum.
- J. Library services that meet Louisiana Secondary Library Standards. Criteria used to select and maintain library materials will reflect the different reading levels, languages, and special interests of the youth. The Librarian and teacher shall establish a schedule for youth access to the library. Adequate dorm libraries shall be maintained to support leisure and homework activities.
- K. Vocational Education programs shall be structured, sequential, and time-limited with emphasis on skill development using the State approved curriculum. Vocational programs should be accessible to all youth appropriate to their age and abilities.
- L. Incentives for educational participation and formal recognition of specific educational achievements.

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- M. Educational records shall be controlled from unauthorized and improper disclosure utilizing secure placement, preservation, and safeguards with respect for the right to privacy. Only those with legitimate business and a lawful right to the information shall have access to the files. Educational records are considered part of the Master Record (see YS Policy No. B.3.1 "Composition/Location/Retention of Active and Inactive Records - Juvenile"). Although these records may be maintained in a secure area in the school, they are to be included in the Master Record.
- N. Upon the exit of a youth, school records shall be completed and forwarded by the Principal within ten calendar days as specified:
1. For youth being placed on parole supervision or for placement in a community program, the complete school records shall be provided to the Regional Office of origin and to the youth's legal parent/or guardian;
  2. For youth that exit from Youth Services' jurisdiction, the school records shall be provided to the youth, if 18 years of age or older; or to the legal parent/guardian, if under 18 years of age. School records will be provided to local school districts upon request.

Correspondence and all materials referenced in this section shall make no reference to YS or to the youth's legal status with the agency. All signatures, names, and titles of employees shall reflect only school titles. Each school shall use appropriate letterhead identifying the school and school officials.

- O. An annual review by the education staff to measure the effectiveness of the educational program against stated performance objectives. Additional reviews will be conducted in accordance with YS Policy No. C.5.3 "Quality Assurance Reviews - Central Office Audits, Secure Facilities, and Regional Offices."
- P. Quality Assurance Monitoring shall be conducted to ascertain compliance with the Educational Settlement Agreement and the Education Implementation Plan. The Educational Specialist will monitor community based facilities on a quarterly basis utilizing the Educational Monitoring Tool for Community Based Program [Attachment B.7.1(d)].

**Previous Regulation/Policy Number:** B-07-002 / B.7.1

**Previous Effective Date:** 04/25/2001

**Attachments/References:**



B.7.1 (a) Work Study Program 05-09.doc



B.7.1 (b) Instructions 05-09.doc



B.7.1 (c) Evaluation 05-09.doc



B.7.1 (d) Monitoring Tool- community education specialist 05-09.doc